

## APPENDIX A: RESOURCES

### General Resources

**What:** Legislative Branch Website ✨  
**Where:** <http://leg.mt.gov/>

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**What:** Legislative Services Division (LSD) ✨  
**Where:** State Capitol, Room 110  
P.O. Box 201706  
Helena, MT 59620-1706  
(406) 444-3064

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**What:** Legislative Information Office ✨  
**Where:** State Capitol, 1st floor lobby  
(406) 444-4800

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**What:** Legislative Reference Center ✨  
**Where:** State Capitol, Room 10  
(406) 444-3598

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**What:** Legislative Printing and Distribution Office (Distribution of bills, resolutions, and other materials to the public.)  
**Where:** State Capitol, Room 74  
(406) 444-0627

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**What:** Legislative Audit Division ✨  
**Where:** State Capitol, Room 160  
P.O. Box 201705  
Helena, MT 59620-1705  
(406) 444-3122

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Denotes documents or information available on the Legislative Branch website:  
<http://leg.mt.gov/>

**What:** Legislative Fiscal Division (LFD) ✨  
**Where:** State Capitol, Room 110  
P.O. Box 201711  
Helena, MT 59620-1711  
(406) 444-2986

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**What:** Montana Code Annotated (MCA) ✨  
**Where:** LSD. Available to legislators in print or on CD-ROM for \$10.

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**What:** *Sources of Information and Publications* (pamphlet)  
**Where:** LSD

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**What:** Montana Historical Society (Capitol tours and information about the Capitol.)  
**Where:** State Capitol, 1st floor lobby

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## Supplemental Resources by Chapter

### ■ Chapter 2: Government in Montana

**What:** Executive Branch Agencies  
**Where:** Contact agency director (Phone numbers and e-mail addresses are listed in the state telephone directory.)  
Websites of state agencies: <http://mt.gov/govt/agencylisting.asp>

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**What:** Montana Courts  
**Where:**

- Montana Supreme Court Clerk of the Supreme Court (406) 444-3858
- Court Administrator (406) 841-2950
- State Law Library (406) 444-3660

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✨ Denotes documents or information available on the Legislative Branch website:  
<http://leg.mt.gov/>

**What:** *The Tribal Nations of Montana.* A handbook for legislators prepared by the Committee on Indian Affairs, a legislative committee. ☆☆  
**Where:** Legislative Reference Center

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■ *Chapter 3: Organization and Services of the Legislative Branch*

**What:** Consumer Counsel ☆☆  
**Where:** (406) 444-2771

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■ *Chapter 4: Legislators*

**What:** Commissioner of Political Practices  
**Where:** (406) 444-2942  
<http://politicalpractices.mt.gov>

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■ *Chapter 6: Legislative Procedures*

**What:** *Rules of the Montana Legislature.* A booklet that includes the Senate Rules, House Rules, Joint Rules, and the Montana Constitution. The resolutions that establish the rules are also available on the LAWS section of the Legislative Branch website (see below under Chapter 13). The booklet is published after the rules are adopted at the beginning of the legislative session.  
**Where:** LSD

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**What:** *Mason's Manual of Legislative Procedure*  
**Where:** Available for loan to legislators from the Legislative Reference Center.

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■ *Chapter 7: Making Public Policy Through Bills and Resolutions*

**What:** *Bill Drafting Manual 2006.* The *Bill Drafting Manual* establishes the format and style guidelines for bills and resolutions and provides information about laws applicable to bills and resolutions, special types of bills, bills with special provisions, and amendment drafting.  
**Where:** LSD

☆☆ Denotes documents or information available on the Legislative Branch website:  
<http://leg.mt.gov/>

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**What:** *Legislative Budget Analysis; House Bill No. 2 Narrative*; legislator training information regarding state finances and the budgeting and appropriation process and other information related to fiscal matters. ☆

**Where:** LSD

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**What:** *Legislator's Guide to Fiscal Notes* (brochure)

**Where:** Governor's Office of Budget and Program Planning  
State Capitol, Room 277  
(406) 444-3616

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**What:** Session Laws

**Where:** LSD. Available at no cost to legislators who served in the session.

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**What:** Entire set of journals for each house ☆

**Where:** LSD (on CD-ROM)

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**What:** Daily journals ☆

**Where:** Each house distributes to members. Members of the public may purchase journals from the Legislative Printing and Distribution Office.

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**What:** *Montana Legislative Review*. Summary of all bills that will become law, organized by chapter number. Includes bill number, chief sponsor, and title of bill. Also includes a subject index, a table of code sections affected, a table of session laws affected, a table of session law to code, tables cross-referencing bill numbers and chapter numbers, and an effective date table.

**Where:** LSD (Free to all MCA subscribers.)

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**What:** *History and Final Status of Bills and Resolutions*

**Where:** LSD

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Denotes documents or information available on the Legislative Branch website:  
<http://leg.mt.gov/>

■ Chapter 10: Participants in the Process

**What:** *Having Your Say Before Montana Legislative Committees* (brochure)  
**Where:** LSD or Legislative Information Office

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**What:** Associated Press  
**Where:** State Capitol, Room 336  
Phone: (406) 449-5542 or (406) 449-7799  
Fax: (406) 449-6104

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**What:** Lee Newspapers  
**Where:** Phone: (406) 443-4920  
Fax: (406) 443-0034

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**What:** Great Falls Tribune  
**Where:** Phone: (406) 442-9493 or (800) 438-6600  
Fax: (406) 442-9413  
E-mail: capbureau@mt.net

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**What:** Max Media  
**Where:** State Capitol, Room 1  
Phone: (406) 443-6390

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**What:** Montana Television Network  
**Where:** State Capitol, Room 1  
Phone: (406) 442-4641  
Fax: (406) 442-4641

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**What:** Montana Public Radio  
**Where:** State Capitol, Room 81  
Phone: (406) 444-9399 or (800) 325-1565  
Fax: (406) 243-3299

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**What:** Yellowstone Public Radio  
**Where:** Phone: (406) 698-7426 or (800) 441-2941

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■ *Chapter 11: Getting Paid and Other Important Details*

**What:** LSD Financial Services Office

**Where:** State Capitol, Room 154  
(406) 444-3064

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**What:** *The State Employee Benefits Plan*

**Where:** LSD Financial Services Office (see above) or  
Montana Department of Administration, Employee Benefits Bureau  
Mitchell Building, Room 130  
(406) 444-7462 or (800) 287-8266

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**What:** Montana Public Employee Retirement Administration (MPERA)

**Where:** (406) 444-3154 or (877) 275-7372  
E-mail: [mpera@mt.gov](mailto:mpera@mt.gov)  
<http://doa.mt.gov/perb/>  
Member handbooks may be obtained from the LSD Financial Services Office (see above).

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■ *Chapter 12: Interim Activities*

**What:** *Interim Directory of Legislative Committees and Activities*. Includes other committees on which legislators serve.✧

**Where:** LSD

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■ *Chapter 13: Information Centers*

**What:** Session information through the LAWS ✧

**Where:** Go to the Legislative Branch website (<http://leg.mt.gov/>) and click on the appropriate session (left side of page), then click on the hypertext link for the LAWS or for the 2007 Session go to:  
<<[http://laws.leg.mt.gov/pls/laws07/LAW0200W\\$.startup](http://laws.leg.mt.gov/pls/laws07/LAW0200W$.startup)>>. Detailed instructions are available through the "Help" function at the bottom of the page.

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Denotes documents or information available on the Legislative Branch website:  
<http://leg.mt.gov/>

**What:** State Law Library  
**Where:** (406) 444-3660 or (800) 710-9827  
<http://courts.mt.gov/library/>

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**What:** Montana State Library  
**Where:** 1515 East 6th Ave.  
Helena, MT 59620-1800  
(406) 444-3115  
<http://msl.mt.gov/>

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**What:** Census and Economic Information Center  
**Where:** Phone: (406) 841-2740  
Fax: (406) 841-2731  
<http://ceic.mt.gov/>

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